MUNICIPAL ANNUAL REPORT

SCHEDULE REFERENCE SHEET

System Section

Topic Name   ## Installation Instructions

Description   This topic details the following instructions:
A. Uninstalling WEGSARS Version 4.x
B. Installing the Version 5 program
C. Adobe Reader
D. Data Access Drivers
E. Starting the program
F. Importing 2003 Annual Reports
G. Future Year Imports
H. Uninstalling the Version 5 program

Before proceeding with the installation, please make sure the computer on which this system is being installed meets the minimum system requirements (see the previous topic, "System Requirements").

Because the program and database files have been compressed and the Setup program includes system configuration changes, simply copying the files to your hard drive will not produce a proper installation. Therefore, the Annual Report System must be installed running the Setup program.

The Setup program installs the following components, all of which are necessary for the application to run properly:
• Application file (wegsars.exe)
• Supporting files DLLs (dynamic link libraries)
• Database files (water_ars.mdb, water_exp.mdb, utility_name_file.mdb)
• Runtime files for PowerBuilder (the program that was used to build this system)
• Files that allow PowerBuilder to connect to the database files
• Uninstall program

The installation program also updates your system registry with information necessary to run the application.

MUNICIPAL ANNUAL REPORT

Instruction A

Uninstalling WEGSARS Version 4.x

If you did not install Version 4 of the Annual Report System, skip to Instruction B, Installing the Version 5 Program.

Warning: Before starting the uninstall process, make sure that you have a copy of the export file(s) which were sent to the PSC for filing the 2003 annual report(s). These files contain annual report data which may be imported into the revised program to populate the first-of-year and last-year cells. (If you are installing by CD ROM, these files are available on the CD.)

If you used the Annual Report System for the 2003 report and you still have Version 4 of the program on your system, it is recommended that you uninstall it prior to installing Version 5. If you are installing by CD ROM, the most current version of the export files are available on the CD.

To uninstall the Version 4 program, click the Start button, select Settings, select Control Panel, then double-click on Add/Remove Programs. Scroll down and select WEGSARS Version 4.x, then click on Change/Remove. The uninstall program will remove the 2003 program and data files from your computer.

Instruction B

Installing the Version 5 Program

1. **Installing from the Internet:** Download the installation file wegs500c.exe from the PSC website. (Note: subsequent enhancement releases will be named wegs501c.exe, wegs502c.exe, etc.) and save it to your desktop.
2. Exit any programs that are running.
3. Run the program wegs500c.exe from the desktop or other location where you saved it. The following box will appear:
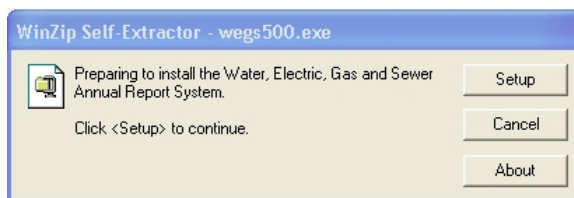

4. Click Setup.
5. The installation files will be extracted and the setup program will launch.
6. **Installing from CD:** Insert the CD into your CD ROM drive (if using diskettes, insert Disk 1 into the disk drive).
7. Click the Start button and select Run. Go to step 10 (below).
8. Type `X:\SETUP.EXE` (where `X:` is the drive letter of the CD ROM drive).
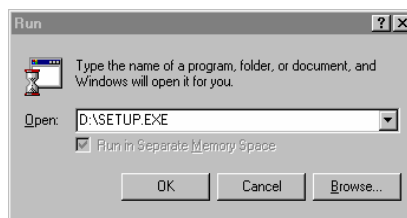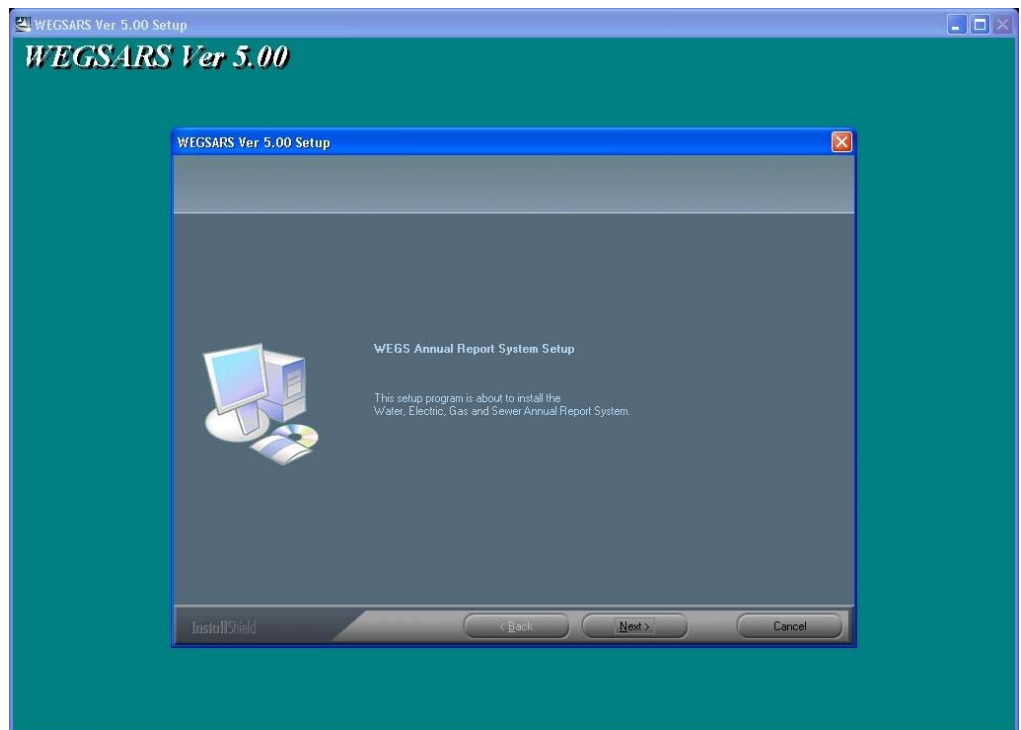
MUNICIPAL ANNUAL REPORT

9. Click OK.

10. A splash screen will appear for a few seconds while the Setup program is preparing to install the program.
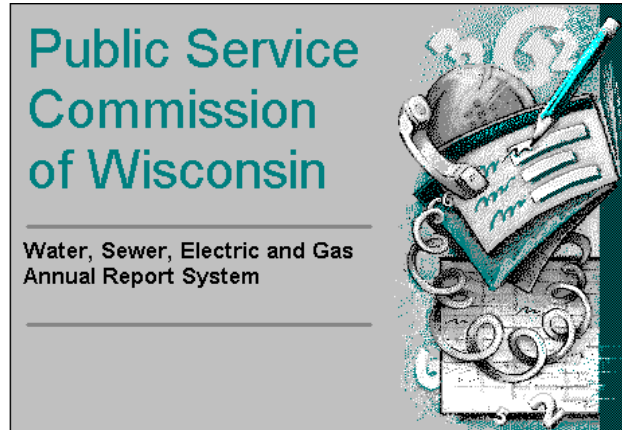
11. When the Welcome screen appears (as shown below), click the Next button to continue.

MUNICIPAL ANNUAL REPORT

12. The WEGSARS 5.00 installation will detect if you have an earlier version of WEGSARS installed on your machine. If an earlier version is found, this installation program will disable it, with the following warning:
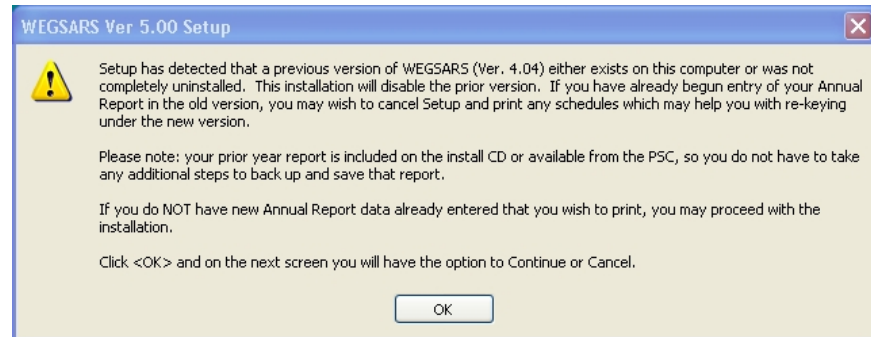
13. The PROGRAM Destination Location window will appear asking for the directory where the program executable and supporting files will be installed. The program will default to C:\PSC\WEGSARS5. Users may accept the default location or use the Browse button to select an alternate location.
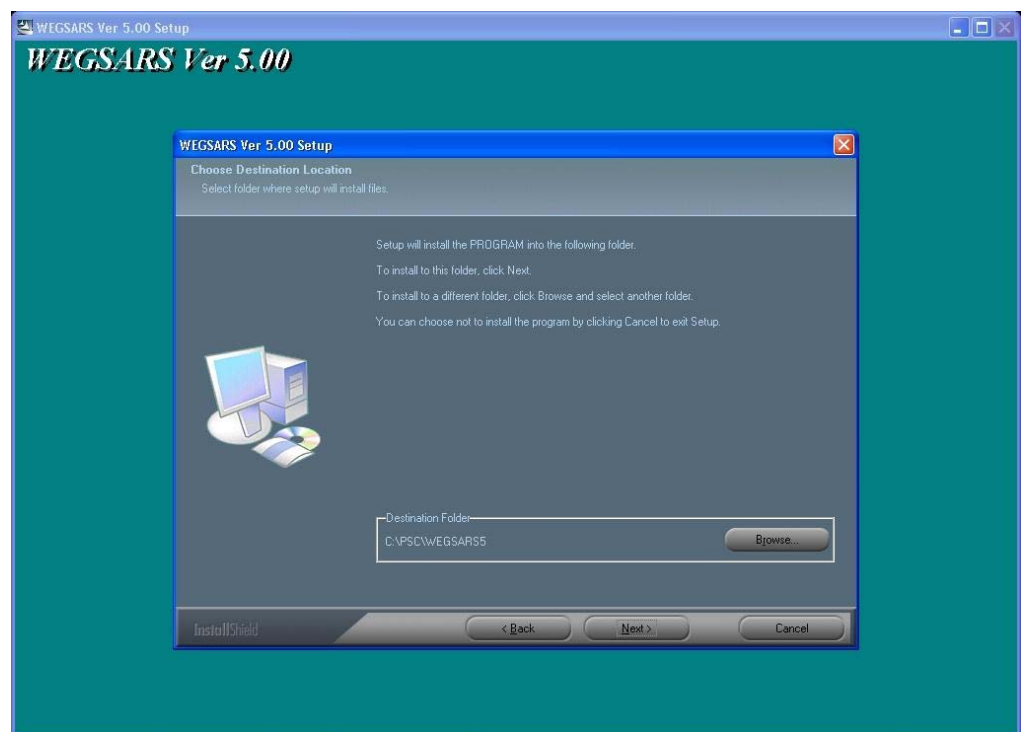
14. Click the Next button to continue.

MUNICIPAL ANNUAL REPORT

15. Similar Destination Location screens will appear for Databases and Help Files.

    Note: If you are installing on a network and wish to have shared access to the database from multiple PCs, you must install the system to each computer separately. Specify local hard drive locations for the Programs and Help Files, and a common network location for the database.

16. The Install Type? window **may** appear. This will only occur if this is the first installation of WEGSARS Version 5 on this computer.

    If you are installing on a network, click on the NETWORK Install button. If you are installing the entire system and database on your hard drive, to be used only by this computer, click the STANDALONE Install button.
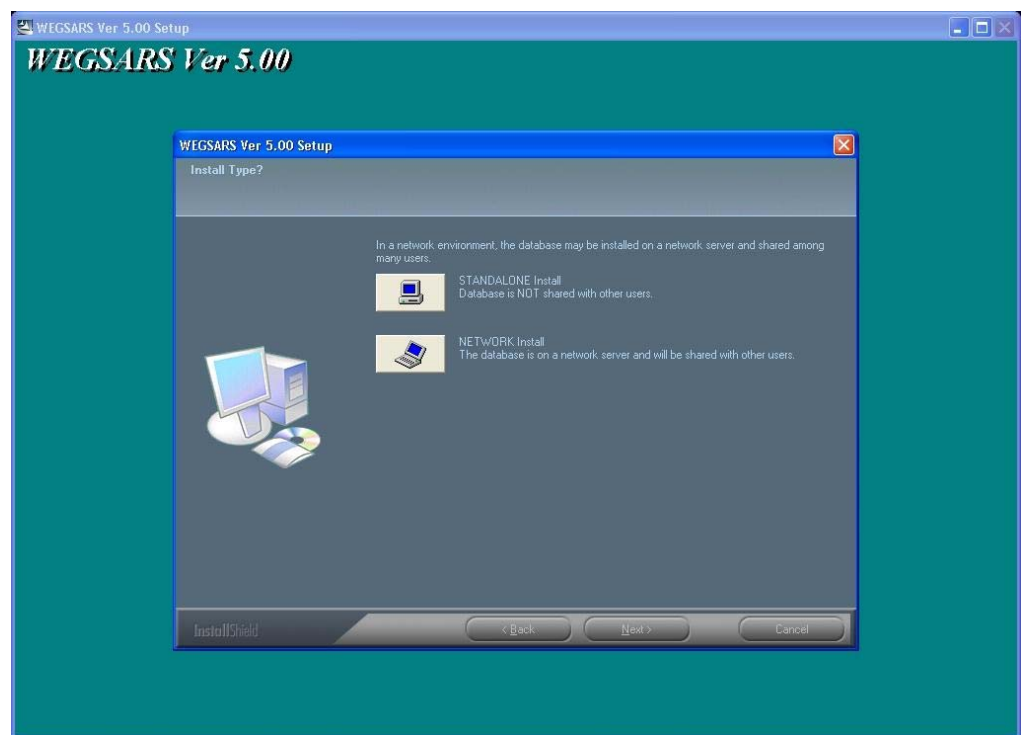
MUNICIPAL ANNUAL REPORT

17. The Replace Database? Window may appear. If this is the first installation of WEGSARS Version 5, this window will not appear, as changes to the database structure require a replacement. On second or subsequent installs, the usual response will be RETAIN.

    Note: If you are installing on a network, the first time this release is installed, you **must** replace the shared database. Select REPLACE (if this screen appears) on the first installation only. On installs to other machines on the network, select RETAIN so that you do not overwrite data that has been entered from other PCs.
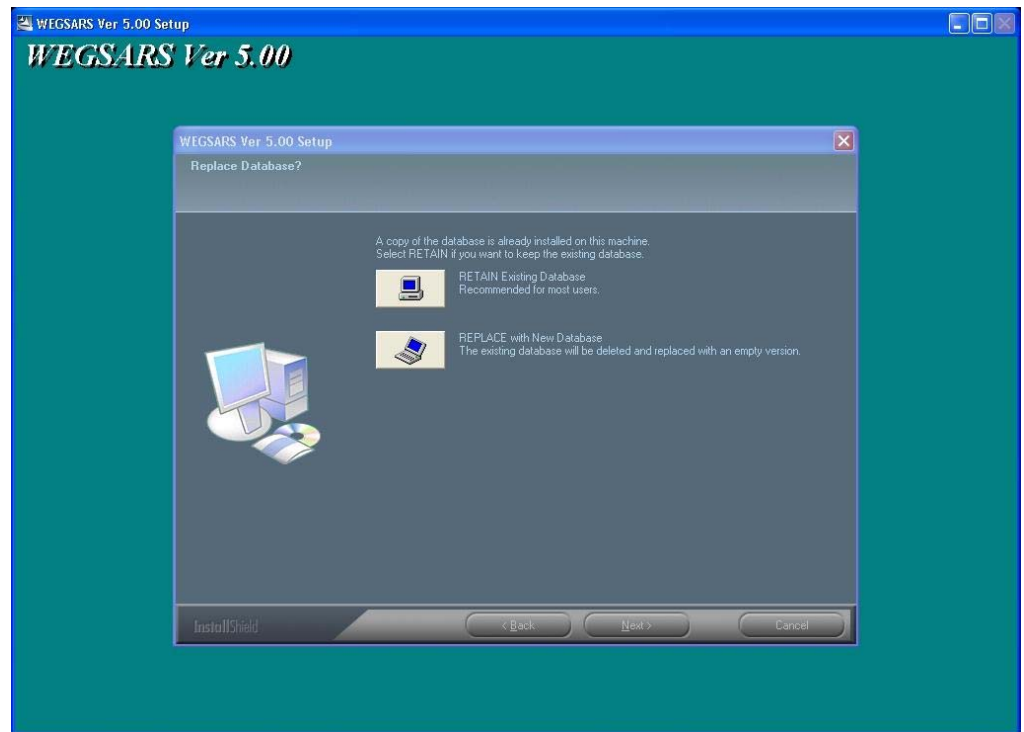
18. When the program begins installing, the following screen will appear. As each file is installed, the progress meter shows the file name and directory where the file is being copied. The progress meter also shows the percentage completed of the installation process.
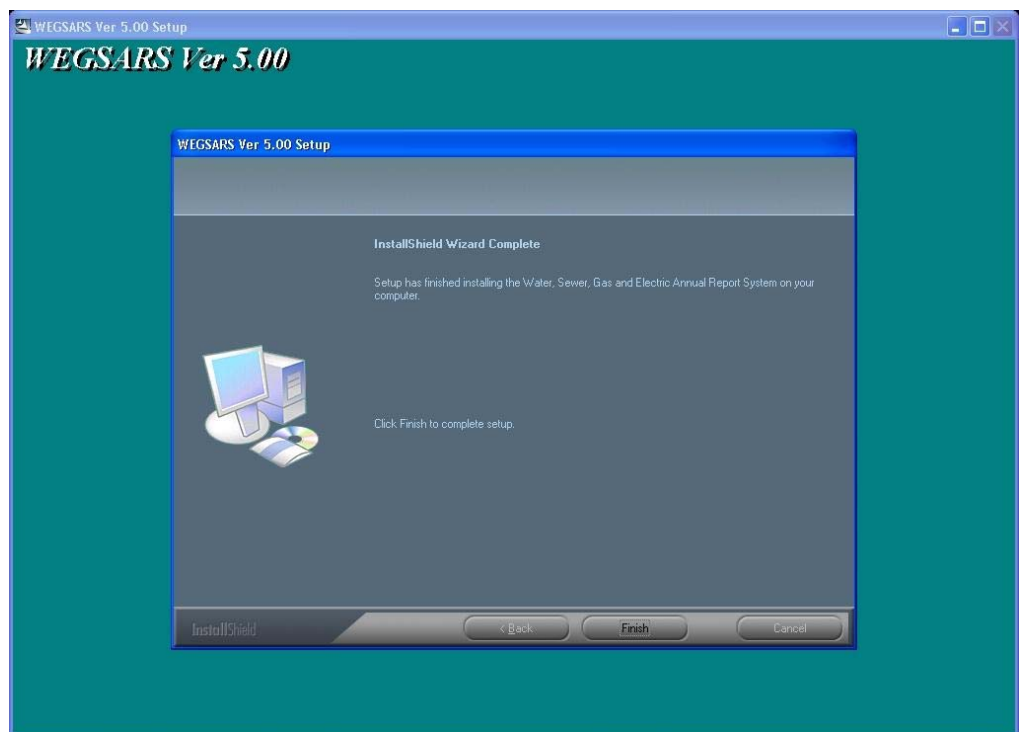
MUNICIPAL ANNUAL REPORT

19. Once the files have been copied, the following windows will pop up. Click the OK buttons to continue.

20. Once the program has finished installing, the Setup Complete window will appear. Click the Finish button.

MUNICIPAL ANNUAL REPORT

Instruction C

Adobe Reader

If you do not have Adobe Reader installed on the computer on which the Annual Report System is being installed, you will need to install it if you wish to view the help screens.

Installing from the Internet: The most current version of Acrobat Reader can be found on Adobe's website at: http://www.adobe.com/products/acrobat/

Installing from CD: Adobe Reader ver. 4.05 is provided on the installation CD. To install:
1. Exit any programs that are running.
2. Insert the CD into your CD ROM drive.
3. Click the Start button and select Run.
4. Type `X:\Adobe Reader\ar405eng.exe` (where `X:` is the drive letter of the CD ROM drive).
5. Click OK and follow the instructions on the screen.

Instruction D

Data Access Drivers

If you do not have Microsoft Access 97 or higher installed on the computer on which the Annual Report System is being installed, you may need to install the appropriate data access drivers. You may do this either before or after you install the Annual Report System.

If you are not sure whether or not you need these data access drivers, install the Annual Report System and start it up. If you get an error message (that will likely indicate that the application is unable to connect to the database), exit the program and install the data access drivers as described below. You will not need to reinstall the Annual Report System.

Installing the Data Access Drivers

1. Exit any programs that are running.

2. **Installing from the Internet:**
   Download the file MDACFULL.EXE from the PSC website. Proceed to step 4 (below).

3. **Installing from a CD:**
   Insert the CD into your CD ROM drive.
   If the autostart feature starts the WEGSARS install, click Cancel/Exit Setup at the first opportunity.
   Start Windows Explorer and copy the file MDACFULL.EXE from the CD to your hard drive.

MUNICIPAL ANNUAL REPORT

4. From Windows Explorer, on the left side of the screen highlight the drive or folder where you placed MDACFULL.EXE. On the right side of the screen, scroll down if needed until you can see MDACFULL.EXE in the list of files.   Double-click on MDACFULL.EXE to start this program.

5. The Microsoft Data Access dialog box will display a license agreement. Click the Yes button.

6. The proper files will be extracted from the file. When finished, click the Continue button.

7. The Microsoft Data Access Setup dialog box will be displayed:

Press the button next to "Custom."

MUNICIPAL ANNUAL REPORT

8. The Microsoft Data Access – Custom screen will be displayed:

Microsoft Data Access - Custom

In the Options list, select the items you want installed; clear the items you do not want installed.

A grayed box with a check indicates that only part of the component will be installed. To select all components in the Option list, click Select All.

Options:

☑	ODBC components	1339 K
☑	OLE DB components	1202 K
☐	ODBC driver for Microsoft SQL Server	533 K
☐	ODBC driver for Oracle databases	173 K
☑	ODBC driver for Microsoft Access	4219 K
☐	Microsoft ActiveX Data Objects	379 K
☐	Microsoft Remote Data Services	339 K

Description:

Remote data services for active data

Select All

Folder for Currently Selected Option:

C:\Program Files\Common Files\System\ADO

Space required on C: 6760 K
Space available on C: 633962 K

Continue   Cancel

Uncheck the boxes (click on the box) for these components (you don't need to install them):

- ODBC driver for Microsoft SQL Server
- ODBC driver for Oracle databases
- Microsoft ActiveX Data Objects
- Microsoft Remote Data Services

The following components should have a checkmark in the box (you need to install these):

- ODBC components
- OLE DB components
- ODBC driver for Microsoft Access

9. Click the Continue button. The setup program will install the appropriate files to your Windows system directory. Click the OK button when the process has completed.

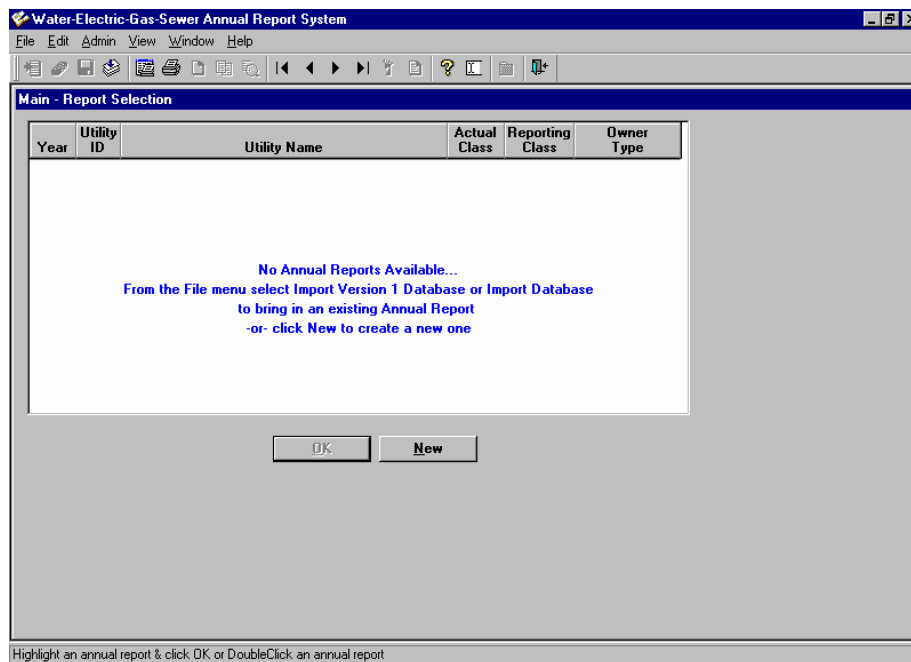10. Restart Windows to complete the installation.

MUNICIPAL ANNUAL REPORT

Instruction E

Starting the Program
- Double click the "WEGS ARS Ver 5" icon on the Desktop. OR
- Click the Start button on your Taskbar. Go to Programs, WEGS ARS Ver 5.

The first time you start the program, the following screen will appear:

Instruction F

Importing 2003 Annual Reports

From the File menu, select Import Database. Click on the Select File button to import a single report. Year 2003 annual reports can be found in several locations:
- If you used this same PC to export the 2003 report, you should be able to find a copy of the 2003 report in the directory C:\PSC\WEGSARS4\EXPORT
- When you submitted your 2003 report to the PSC, you should have saved a copy of the export file in a secure location, and you can import from that file
- If you are installing from CD, 2003 reports are located on your install CD in the 2003 AR Files directory
- 2003 reports are available for download from the internet upon an e-mailed request to pscrecs@psc.state.wi.us

Note: You are required to import the 2003 report before you create a new 2004 report. This will carry forward end-of-year values from the 2003 report into the 2004 report, improve the accuracy of your report, and save much keying.

If you want to batch load several reports, copy the import files to the directory C:\psc\wegsars5\import. From Import Database, click on Load Batch. All reports found in that directory will be loaded.

MUNICIPAL ANNUAL REPORT

Instruction G
Future Year Imports
It is not anticipated at the time of this writing that the PSC will be releasing a CD in future years containing these export files, therefore *it is the responsibility of the utility to maintain its own copy of the export that he/she files with the PSC.* If you do not uninstall the system from one year to the next, the prior annual report will remain on the system and will be available to provide the end-of-year values that will be carried over into the new report. If you either uninstall the system or choose to install it on a new computer, you will want to import the prior year files. This will be done from the File Menu, Import Database. See System Section, Import Database Process for further documentation.

Instruction H
Uninstalling the Version 5 Program

If you wish to remove the Annual Report System from your computer, whether to start over on installation, free up space or transfer the system to another computer, you can do so by following the instructions below.

CAUTION: Running the Uninstall program will delete your database files. If you have entered data and want to save it, you should make a backup of the database files before proceeding with the Uninstall. (See System Section, Backup Procedures.)

1. Make sure that no other applications are running.
2. Click the Start button on the Taskbar. Go to Settings, Control Panel.
3. Double-click the Add/Remove Programs Icon.
4. Scroll down the list of programs and click on "WEGS ARS Ver 5."
5. Click the Add/Remove button.
6. Click Yes, when asked to confirm the removal of this program.